



Superintendent's Board Report Monday, August 14, 2017

The Leadership Team continues to work on the Dover School District's Strategic Plan. The next step is to identify success indicators and identify the strategies to accomplish the success indicators. When this process is completed, annual work plans will be developed to accomplish the strategic plan. The goal is to have the first reading ready for the November Board Meeting with adoption of the strategic plan in December. The following are the goals and objectives of the strategic plan:

GOAL 1: The Dover School District will improve educational outcomes for students by effectively engaging with the broader community.

- **Objective 1.1 – Student Voice:** We will enhance student voice by creating a student-driven environment that allows all students to have meaningful input and choice into their learning program.
- **Objective 1.2 – Student Support and Wellness:** We will enhance support and wellness for all students through purposeful engagement in classroom and community based activities.
- **Objective 1.3 – College and Career Partnerships:** For students to freely explore all post-graduation options, we will improve and expand out college and career network by strengthen existing partnerships and develop new Partnerships with businesses, non-profit organizations, and educational institutions.
- **Objective 1.4 – Family Understanding and Participation:** We will provide opportunities for diverse families to engage with the Dover schools using sustainable strategies to foster consistent and authentic two-way communication.
- **Objective 1.5 – Community Understanding and Participation:** We will provide opportunities for diverse community stakeholders to engage with the Dover schools in shared problem solving and decision making.

GOAL 2: The Dover School District will develop and sustain a culture that is characterized by optimizing social, emotional, civic, physical, and rigorous academic learning.

- **Objective 2.1 – Social, Emotional, Physical:** We will promote and support the overall health and well-being of all students and staff.
- **Objective 2.2 – Student Engagement in Learning:** We will maximize each student's level and investment and engagement in learning.
- **Objective 2.3 – Student Achievement:** We will optimize individual achievement by ensuring every student receives academic instruction that is culturally responsive and matched to development needs.
- **Objective 2.4 – Competency Based Education –** We will optimize student learning and achievement by developing and implementing a competency based education model.
- **Objective 2.5 – Technology Integration:** We will establish and sustain effective integration of technology into all aspects of the curriculum, teaching, and community.
- **Objective 2.6 – Technology Instruction:** We will facilitate the student's ability to critically evaluate information available through technology.
- **Objective 2.7 – Extracurricular and Co-Curricular:** We will establish and sustain opportunities for all students to engage in a variety of healthy and productive extracurricular and co-curricular activities.



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GOAL 3: The Dover School District is committed to continue investments in infrastructure to support student learning inclusive of facilities, technology, and safety-security.

- **Objective 3.1 – Facilities Maintenance and Development:** We will provide, manage, maintain clean, safe, and adequate facilities to support student learning, effective instruction, and community engagement.
- **Objective 3.2 – Informational Technology Maintenance and Development:** We will provide a robust technology infrastructure, support and training to facilitate a technology rich, collaborative 21st century learning environment.
- **Objective 3.3 – Safety and Security:** We will commit to investing and supporting the safety and security for the wellbeing of all students and staff.

GOAL 4: The Dover School District will recruit, hire, develop and retain effective and caring educators and support them in their growth as strong community members.

- **Objective 4.1 – Recruiting and Retaining:** We plan for and manage staff hiring, placement, turnover, and succession.
- **Objective 4.2 – Professional Development:** We will cultivate continuous improvement of instruction and leadership capacities to increase student growth and achievement through individual and collective professional development.

I continue with the implementation of the Entry Plan. The interview and summary process for the Board and principals and directors are completed. The Board will need to provide feedback on the accuracy of the summary and identify action items for the superintendent.

Staffing for the school year continues for the 2017-2018. A check-in with the leadership team indicates the majority of hiring for the most significant positions is completed. There are still positions to fill and the hiring process continues. The Ventures for Excellence instruments is indicating a high potential for the new teachers. The District is hiring approximately 35 teachers and professional staff.

Libby Simmons has prepared the CIP items to submit to city which the Board will be reviewing and approving for the Dover School District on Monday, August 21. The Garrison Elementary School project requires further review by the Board. Items for the Board's consideration includes:

- **Debt service** – If all phases are approved by the JBC and Board, implications of the debt service on the general fund, and the ability of the District to sustain other district programs and services.
- **Length of Construction Period** – If the project is phased in, it could require up to six years resulting in construction fatigue for faculty, students, parents, and community. This could potentially have impact on staff retention and student enrollment.
- **Life Safety** – The Life Safety issues require immediate attention of the JBC and the Board.



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- City Financing – To gain support of the City Council and to do the construction in a realistic period, it may be necessary to first address the Life Safety Phase and completing all other phase in Fiscal Year 24.

OPENING OF SCHOOL UPDATES, AUGUST 8, 2017

SCHOOL FACILITIES:

All Schools: Fire Alarms inspections completed, Sprinkler Systems inspections completed, Kitchen Ansel Systems inspections completed, Fire Extinguisher inspections completed, Kitchen exhaust hood cleaning completed, Grease trap cleaning completed, Athletic Equipment and bleachers inspections completed, Emergency power testing completed, and Automatic Transfer Switch PM's completed. Dover Fire Department 1st round of inspections completed by Rebecca Jalbert, we are working on this 1st round list now (home appliances in classrooms, extension cords, and storage in front of electrical panels and near sprinkler heads are our most common mistakes). All schools should be ready for teachers and students on Friday 8/18 except for the Alternative school, small touch ups, projects, and organizing. Grease trap replacements will be bid out in late August or early September for replacement. Grounds building at the high school will go out to bid late August for a new roof.

Alternative School: summer camp in session until Friday 8/18 all summer cleaning will be completed the week of 8/21.

High School: summer cleaning is completed on the 3rd floor and 2nd floor, we are about 80% complete on the 1st floor (ground floor). Gymnasium floor completed. 3 new additional cameras will be installed in the next couple weeks on the 3rd and 2nd floor outside the bathrooms, and on the 1st floor outside the ladies' room.

Middle School: summer cleaning is completed on the 3rd floor and 2nd floor (except the carpets in the main offices, we are about 80% complete on the 1st floor. Gymnasium floor will be completed this week. 4 new additional cameras will be installed in the next couple weeks on the 3rd and 2nd floor outside the bathrooms, and on the 1st floor outside the main office. Last bank of lockers will be installed. Working on 3 light poles that were leaning. Irrigation on the front field will go before the 8/20. Swales will be constructed around the sidewalks outside the cafeteria to help to stop the water from washing the sand away.

Garrison: summer cleaning is about 80% complete. Gymnasium floor will not be refinished this summer due to the potential use of the space for temporary classrooms. Repainting of main office areas are almost complete. New dean's office in place of copy room is complete; the new copy room location still needs to be completed.

Horne Street: summer school still in session thru this Friday 8/11. Gymnasium floor completed. Summer cleaning is about 85% complete. New carpet tiles going in on Monday 8/14 outside of kitchen and cafeteria. New tunnel installed on the playground. New slide will be installed before school.

Woodman: summer cleaning is completed on the 3rd floor and 2nd floors, we are about 80% complete. Gymnasium floor completed. Front window wells will be pressure washed and cleaned. Wood slats will be installed to stop most balls from going out into the street. New door installed at ground level near the kitchen on 8/1/17.



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TRANSPORTATION:

Dover bus routes will be released, posted on the District transportation web page and emailed to all schools by August 15, 2017 (per First Student contract). First Student's new dispatch address and telephone number is 121 Whitehouse Road, Somersworth, 603-692-4406, extension 13 or 14. The District transportation page has been updated to reflect the new telephone number. If you have transportation information posted on your individual school page, please be sure to update with the new phone number.

FOOD SERVICE:

- mPower – The changeover of the mPower database is complete. Currently the software company is in the process of working with the school district IT department to sync mPower to the Student Information System so we will continue to have smooth transfer of information from the school administrative offices to the cafeteria. Timeline for the rest of the project –
 - Online payments – the system is operational now and could technically be used. We are in the process of preparing outreach materials for parents, changing links on the website, etc. We plan to have the system live and available for use no later than August 15th.
 - Online free & reduced applications – again operational now. We are in the process of setting up links, etc. The SAU office will receive training on using this document on August 16th, after which it will be live.
 - POS terminals in the cafeteria – Change over and testing of new software on the POS terminals is scheduled for the week of the 21st. Cashier training on the terminals will occur the same week. Use of the terminals is very similar to the current software – even the menu boards cashiers use is laid out to match the current system they use. We anticipate that training will go quickly and smoothly, and the transition to the new software will cause little to no delay in speed of service.
 - Snack vendor linked to mPower at the High School – we are currently working with mPower to source and obtain a snack vending machine for the high school that will link directly to the POS system (allowing students to make purchases from the machine and use funds in their cafeteria account for that purchase). We anticipate having this in place no later than the beginning of October.

- Staffing – We have had a few retirements (most notably 25+ year employee Claudia Tracy from DHS), but in general the majority of employees and all current building leads are returning. We are also adding one serving position at the High School – this new position will help facilitate upgrading presentation and service for both the HS and Middle School (as they will be shifted to the MS for special events when needed). We are holding a “job fair” at the Food Service Director's office on 8/11 and have ample applications to fill open positions. Additionally, our Production Manager at the High School (Calvin Picanso) has left to pursue another opportunity. We are currently considering one internal candidate and evaluating some external candidates. Our Executive Chef has already been scheduled to provide training to the new Production Manager just after the beginning of school, and we do not anticipate any operational issues from this change. Josh Appleby will be returning as your Food Service Director.

- Menus & Opening Letters – Opening letters are in process, as well as posting the final draft of menus and outreach materials to communicate our new online interactive menus and associated smartphone app.



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These materials should be completed and e-mailed to you and your offices no later than the end of this week.

- General Operations – We expect to have normal operations (same service levels, events, etc. as the end of last year) through the end of September. As we move further into the fall and into the school year, we will be working on:
 - Continuing to upgrade presentation standards at the HS and MS
 - Continuing to introduce new food promotions at all grade levels
 - Strengthening our “Try a Bite” program beyond the program we run with our UNH interns. This would include smaller events based right on the service line, and integrating the “Taste Test Pro” app available with our menu software into the “Try a Bite” program
 - Working with NH Harvest of the Month program to obtain more educational materials to support Try a Bite and the Hydroponic Grow Stations
 - Working on introducing “Motorleaf” technology to the Hydroponic Grow Stations. This technology would allow the public to see the grow stations from the school’s website and get information about them.
 - Conducting more “Action Station” events at the Middle and High schools
 - Installing digital signage in the cafeterias at all schools except the High School (HS digital signage slated for the new building)